

# GRACEANN SMITH

Future Software Developer

## CONTACT

---

Cell: 503-888-4651  
Email: graceannsmith@gmail.com

## WORK CREDO

---

**Listen-** Actively listen without assumption

**Learn-** Be humble enough to always be ready to deepen your arena of knowledge

**Lead-** Be confident and competent enough to make independent and strategic strides forward, keep the larger picture in mind and make strong decisions

## SERVICE INDUSTRY EXPERIENCE

---

### Bergerac

SERVER AND COOK  
APRIL 2022- PRESENT

### Pacific Pie Company

BAKER  
September 2021- June 2022

### Beeswing Cafe

MANAGER  
2016- 2019

- Exhibited excellent customer service skills
- Created weekly schedule for Front of House
- Cultivated and maintained professional relationships with various vendors
- Head motivator and conflict resolver

### Lindblad National Geographic Expeditions

SENIOR STEWARD  
2002- 2012

- Participated in every aspect of hospitality on board a very small highly trafficked cruise ship
- Trained new employees
- Maintained inventory for week long trips

## OTHER WORK AND VOLUNTEER EXPERIENCE

---

### Personal Assistant Martha Grover

PERSONAL ASSISTANT  
APRIL 2020- PRESENT

- Maintains stock of The Somnambulist (regularly printed zine since 2004)
- Expands circulation of printed material
- Website maintenance
- Social Media Updates
- Correspondence

### Modo Yoga

#### Energy Exchange Volunteer

MAY 2017- JUNE 2022

- Training new volunteers
- Community Outreach
- Keeping the space welcoming and lovely

### KBOO Community Radio

#### Volunteer Community Reporter and News Producer

2015-Present

- Research strong news stories for a local community radio station
- Write and edit breaking news stories
- Curate the flow of the news
- Interview live with various local figures
- Meet tight deadlines
- Ensure script accuracy by reading ahead quickly
- Ability to produce stories remotely during social-distancing

## ACADEMIC HISTORY

---

### Portland State University

BA APPLIED LINGUISTICS 2018

**Free Code Camp-** Experience with HTML, Javascript, and CSS

**Udemy Academy** - Python